

D R A F T

5 November 1954

MEMORANDUM FOR: Chief, Administrative Staff  
THRU : Chief, D/E/RR  
FROM : Executive Secretary, EDIC  
SUBJECT : Request for Thermofax Machine

1. It is requested that a thermofax machine, understood to be in surplus and available, be assigned to the Division. This machine is to be located in Room 200, Central Building, under control of the EDIC Secretariat.
2. This machine will be used in (1) the reproduction of copies of COCOM and CHINCOM documents, of which only one copy is available to this Division; and (2) reproduction of copies of action cables and despatches received (often in one copy only) by the Strategic Trade Branch and Strategic Export Control Branch of D/E.
3. The EDIC Secretariat is regularly called upon to provide copies of COCOM and CHINCOM documents on a loan basis to D/E analysts who are engaged in providing support intelligence to other elements of CIA and to interagency economic defense committees. File copies, loaned out in this connection, have often been misplaced or not returned and Export Control files have, as a consequence, been depleted. Ability to reproduce copies of such documents would correct this situation.
4. This Division now has limited access to a machine located in

North Building which may be used only between the hours of 8:30 to 10:30 a.m. Occasions often arise, because of the current action aspect of D/E enforcement activity, where immediate thermofaxing of documents is required during other hours. Such "crash" needs may occur at any hour of the day (or night) or on weekends. On a routine basis, E/ST and E/C each require use of a thermofax machine on an average of one hour per day.

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Executive Secretary, EDIC

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